



United States Bankruptcy Court  
Western District of New York



Case Management/Electronic Case Filing  
Skills Assessment Checklist

(Please use a separate form for each individual who will attend CM/ECF training)

Please use the following checklist to determine if you, and/or your support staff, have the skills you will need to use the Case Management/Electronic Case Filing system (CM/ECF). Please use a separate sheet for each attorney and staff member that will be using CM/ECF. This checklist will be used by the Clerk's Office to develop CM/ECF training classes that are appropriate for your skill level. Upon completion of this checklist and registration form, someone from the Clerk's Office will contact you to schedule training.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Law Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone No. \_\_\_\_\_ / \_\_\_\_\_

1.	I know how to use a windows-based word processing software package such as Corel WordPerfect, Microsoft Word and/or a Windows-based bankruptcy forms software program. Specifically I can: <input type="checkbox"/> Create documents like motions, orders, and other case correspondence <input type="checkbox"/> Find a specific file in a directory/folder	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	I know how to access the internet and how to use an internet browser like Netscape Navigator or Microsoft Internet Explorer from my office computer. Specifically I can: <input type="checkbox"/> Go to a specific website, like the Court's website at <a href="http://www.nywb.uscourts.gov">http://www.nywb.uscourts.gov</a> <input type="checkbox"/> Use the Forward and Back buttons (on my browser) <input type="checkbox"/> Follow a link from one page to another <input type="checkbox"/> Click on check boxes using my mouse <input type="checkbox"/> Type in text boxes <input type="checkbox"/> Print a web page	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	I know how to view/read a Portable Document Format (PDF) file using Adobe Acrobat Software. Specifically I can: <input type="checkbox"/> Use Adobe Reader's print and save features <input type="checkbox"/> Create and save a PDF document from my word processing software or bankruptcy software <input type="checkbox"/> Scan a document and save it as a PDF file	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	I know how to use my email system. Specifically I can: <input type="checkbox"/> Use email to open and read a message <input type="checkbox"/> Use email to create and send a message <input type="checkbox"/> Send email with attached files <input type="checkbox"/> Send the same email message more than once to more than one person at a time <input type="checkbox"/> Maintain my email account by saving and deleting messages	Yes <input type="checkbox"/>	No <input type="checkbox"/>

For your benefit and the benefit of others, please complete the CM/ECF Computer Based Training modules before attending training. You may contact the Clerk's Office to obtain a CD or go to our website at <http://www.nywb.uscourts.gov>. Please contact Jane Murphy (585)263-3148 or [Jane\\_Murphy@nywb.uscourts.gov](mailto:Jane_Murphy@nywb.uscourts.gov) if you have any questions about this checklist.

Please return this checklist along with your registration form to:  
U.S. Bankruptcy Court, Attn. Jane Murphy  
1220 U.S. Courthouse  
100 State Street  
Rochester, NY 14614